

District of Columbia Retirement Board (DCRB)


**Request for Proposals for Professional Services for a Senior
Server Administrator**

Solicitation Number: DCRB-13-027



Release Date: May 9, 2013

Eric Stanchfield, Executive Director
900 7th Street, N.W. Second Floor, Washington, DC 20001

SOLICITATION, OFFER, AND AWARD				1. Caption Professional Services for a Senior Server Administrator		Page of Pages 1 15	
2. Contract Number		3. Solicitation Number DCRB-13-027		4. Type of Solicitation <input type="checkbox"/> Sealed Bid (IFB) <input type="checkbox"/> Sealed Proposals (RFP) <input type="checkbox"/> Sole Source <input type="checkbox"/> Human Care Agreements <input type="checkbox"/> Emergency		5. Date Issued 5/9/2013	
				6. Type of Market <input checked="" type="checkbox"/> Open <input type="checkbox"/> Set Aside (CBE Market) <input type="checkbox"/> Open with Sub-Contracting Set Aside			
7. Issued By: District of Columbia Retirement Board Procurement 900 7th Street, NW, 2nd Floor Washington, DC 20001				8. Address Offer to: District of Columbia Retirement Board Procurement 900 7th Street, NW, 2nd Floor Washington, DC 20001			
NOTE: In sealed bid solicitations "offer" and offeror" means "bid" and "bidder"							
SOLICITATION							
9. Sealed offers in original and <u>1</u> copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried to the bid counter located at <u>Above Address</u> until <u>16:00</u> local time <u>16-May-13</u> (Hour) (Date)							
CAUTION: Late Submissions, Modifications and Withdrawals: See Solicitation. All offers are subject to all terms & conditions contained in this solicitation.							
10. For Information Contact		A. Name Yolanda Smith		B. Telephone (Area Code) 202 (Number) 343-3200 (Ext)		C. E-mail Address yolanda.smith@dc.gov	
11. Table of Contents							
(X)	Section	Description	Page No.	(X)	Section	Description	Page No.
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X	C	Specifications/Work Statement	4	J	List of Attachments		
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X	F	Evaluation factors	13				
	G	Contract Administration Data					
	H	Special Contract Requirements					
OFFER							
12. In compliance with the above, the undersigned agrees, if this offer is accepted within <u>120</u> calendar days from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified herein.							
13. Discount for Prompt Payment		10 Calendar days %		20 Calendar days %		30 Calendar days %	
						<u> </u> Calendar days %	
14. Acknowledgement of Amendments (The offeror acknowledges receipt of amendments to the SOLICITATION):				Amendment Number		Date	
15A. Name and Address of Offeror				16. Name and Title of Person Authorized to Sign Offer/Contract			
15B. Telephone (Area Code) (Number) (Ext)		15 C. Check if remittance address is different from above - Refer to Section G		17. Signature		18. Offer Date	
AWARD (TO BE COMPLETED BY GOVERNMENT)							
19. Accepted as to Items Numbered			20. Amount		21. Accounting and Appropriation		
22. Name of Contracting Officer (Type or Print) Eric Stanchfield, Executive Director			23. Signature of Contracting Officer (District of Columbia)			24. Award Date	
 District of Columbia Retirement Board							

SECTION B: CONTRACT TYPE, SUPPLIES OR SERVICES AND PRICE/COST

B.1 The District of Columbia Retirement Board (“Board”) is seeking one (1) qualified Senior Server Administrator to provide full-time services to the Board’s Information Technology (IT) network infrastructure.

B.2 The Board contemplates award of a firm fixed price contract.

B.3 Price Schedule

B.3.1 Base Period (Year One)

Contract Line Item No. (CLIN)	Item Description	Price Per Unit	Estimated Quantity	Total Estimated Price
CLIN 0001	Senior Server Administrator	\$____ per Hour	1	\$_____
Grand Total for B.3.1				\$_____

B.3.2 Base Period (Year Two)

Contract Line Item No. (CLIN)	Item Description	Price Per Unit	Estimated Quantity	Total Estimated Price
CLIN 0001	Senior Server Administrator	\$____ per Hour	1	\$_____
Grand Total for B.3.2				\$_____

B.3.3 Base Period (Year Three)

Contract Line Item No. (CLIN)	Item Description	Price Per Unit	Estimated Quantity	Total Estimated Price
CLIN 0001	Senior Server Administrator	\$____ per Hour	1	\$_____
Grand Total for B.3.3				\$_____

B.3.4 Option Period One (One Year)

Contract Line Item No. (CLIN)	Item Description	Price Per Unit	Estimated Quantity	Total Estimated Price
CLIN 0001	Senior Server Administrator	\$____ per Hour	1	\$_____
Grand Total for B.3.4				\$_____

B.3.5 Option Period Two (One Year)

Contract Line Item No. (CLIN)	Item Description	Price Per Unit	Estimated Quantity	Total Estimated Price
CLIN 0001	Senior Server Administrator	\$____ per Hour	1	\$_____
Grand Total for B.3.5				\$_____

I _____ certify that the proposed hourly rates do not exceed the lowest hourly rates charged to any entity of the District of Columbia or any Federal, State, or local government entity for performing similar types of work and that if, subsequent to award of a contract, hourly rates charged to any District of Columbia, Federal, State, or local government entity for performing similar types of work become lower than the hourly rates specified in the contract, the contractor shall promptly notify the Board and substitute the lower hourly rates for all future work. Additionally, I certify that I am authorized to bind my company to the rates provided.

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SECTION C: SPECIFICATIONS/WORK STATEMENT

C.1 SCOPE:

The Board has a need for one (1) Senior Server Administrator. The incumbent will work on-site at the Board's office.

The primary purpose of this position is to design, install, administer, and optimize DCRB VM servers and related components to achieve high performance of the various business applications supported by tuning the servers as necessary. This includes ensuring the availability of client/server applications, configuring all new implementations, and developing processes and procedures for ongoing management of the server environment. Where applicable, the Sr. Server Administrator will assist in overseeing the physical security, integrity, and safety of the data center/server farm.

Incumbent works under the general supervision of the Director of Information Technology who coordinates assignments in terms of scope and objectives. The incumbent carries out the assignment(s), both independently and within the framework of a team, given predefined and established protocols while exhibiting initiative, judgment and resourcefulness. Keeps the Director of Information Technology informed of progress and of potentially controversial matters that may require changes in approach. Completed work is reviewed from an overall performance perspective in terms of timeliness, accuracy and effectiveness in meeting requirements and/or expected results. Offerors must provide a resume of all potential candidates for the position detailing conformance with required skills, qualifications, and education.

The Offeror is not limited in the number of resumes of qualified candidates it can submit in response to this requirement.

C.2 REQUIREMENTS

C.2.1 In addition to those responsibilities listed above, incumbent may perform the following duties:

Strategy & Planning

- a) Assist in develop strategies for client/server implementations; assist in architect the infrastructure required to support those strategies.
- b) Support the project lead in the design and review of new server systems, applications, and hardware; conduct capacity planning as needed.
- c) Coordinate and participate in key process improvements as they relate to the client/server environment.
- d) Coordinate and collaborate with network engineering, business application, and database administration function to ensure availability, reliability, and scalability of corporate servers to meet business demands.
- e) Assist in establish and implement policies, procedures, and security technologies (including firewalls) to ensure server security.
- f) Assist in designing and implementing data center/server room security features, including

HVAC control, environmental alarms, access restrictions, and other pertinent duties associated with this task.

Acquisition & Deployment

- a) Conduct research on server hardware, software, and protocols in support of procurement and development efforts.

Operational Management

- a) Check help desk database for entries on server and server resource issues; prioritize and respond to help desk tickets as appropriate.
- b) Serve as cornerstone for escalating server issues; provide timely response to customer escalations.
- c) Perform file system configuration and management; define and perform server backups and recovery procedures.
- d) Plan and implement server upgrades, maintenance fixes, and vendor-supplied patches.
- e) Provide Web administration support by overseeing and maintaining Web server functions, such as assuring logging and metrics data are stable.
- f) Monitor and test system performance and provide performance statistics and reports.
- g) Create shell scripts as required.
- h) Manage enterprise directory services and supporting server infrastructure.
- i) Assist in define and implement strategies for integrating disparate operating environments.
- j) Recommend and execute modifications to server environment in order to improve efficiency, reliability, and performance.
- k) Develop and maintain training materials and server documentation.
- l) Manage and/or provide guidance to junior members of the team.
- m) Performs other work duties incidental to the work contained herein.

C.2.2 QUALIFICATIONS AND EDUCATION REQUIREMENTS

Bachelor's degree in the field of computer science or management information systems or a related discipline. Certifications in MCSE; MCITP, VCP3 and 5 preferred.

C.2.2.1 REQUIRED SKILLS:

- a) At least 7 years' equivalent work experience in a senior technical analytical position responsible for managing server environments.
- b) Advanced knowledge of at least 3 of the following: Windows 2008 AD, VMware, Exchange, SQL, IIS, Proxy, Apache, Site Server, ASP, or XML.
- c) Exceptional abilities at load balancing, clustering, and caching procedures and processes.
- d) Specific knowledge of Windows 2008 platform(s) required, as well as strong working knowledge of SQL relational database(s).
- e) Experience installing, configuring, and maintaining all manners of server hardware and

- associated network equipment, including SCSI, RAID, and I/O topology.
- f) Experience with server performance tuning and monitoring tools.
 - g) Familiarity with TCP/IP and Routing network protocols, firewall management, and operating system configuration.
 - h) Working technical knowledge of scripting code using Perl, CGI, C, shell, and scripting tools.
 - i) Extensive knowledge of storage technologies such as Dell Equallogic SAN or NAS, as well as Active Directory/Global Catalog.
 - j) Business process and reengineering experience, as well as an understanding of the relationship between processes and policies.
 - k) Proven knowledge of systems development life cycle methodologies.
 - l) Extensive experience with NetBackup support and management.
 - m) Perform server and security audits.
 - n) Familiar with industry compliance standards and best practices such as PCI, ITIL, NIST, FIPS
 - o) Project management skills.
 - p) Strong understanding of the organization's goals and objectives.
 - q) Good written and oral communication skills; good interpersonal skills.
 - r) Ability to conduct research into server issues and products as required.
 - s) Ability to present ideas in business-friendly and user-friendly language.
 - t) Highly self-motivated and directed, with keen attention to detail.
 - u) Proven analytical and problem-solving abilities.
 - v) Ability to effectively prioritize tasks in a high-pressure environment.
 - w) Strong customer service orientation.
 - x) Experience working in a team-oriented, collaborative environment.

C.3 Support Hours

At a minimum, the Contractor shall provide support five (5) days a week, Monday through Friday, for eight (8) hours per day. The Contractor shall have the consent of the DCRB to schedule flexible work hours between the hours of 7:30 a.m. through 5:30 p.m., but shall ensure that at least an 8 hour shift is worked and that smooth and efficient operations are not interrupted. The Contractor shall not bill the Board for break(s) taken in the course of performing work on this contract.

Contractor employees shall observe all U. S. and District Government holidays and, in the event of backlogs, overtime may be authorized only by the Contracting Officer's Technical Representative (COTR).

C.4 Work Conditions

The Contractor will be subject to following work conditions:

- a) On-call availability
- b) Sitting for extended periods of time.
- c) Dexterity of hands and fingers to operate a computer keyboard, mouse, and other computer components.

- d) Lifting and transporting of moderately heavy objects, such as computers and peripherals.

C.5 Periodic Reporting, Meeting and Review

The Contractor shall agree to communicate regularly and report on activities in order to achieve the highest level of IT Services, with at least 1 regularly scheduled meeting per week. All reports are required in the latest DCRB compatible version of Microsoft Office provided in both hard and soft copy.

SECTION D: PERIOD OF PERFORMANCE AND DELIVERABLES

D.1 TERM OF CONTRACT

The term of the contract shall be for a base period of three years from date of award specified in Section B.

D.2 OPTION TO EXTEND THE TERM OF THE CONTRACT

D.2.1 The Board may extend the term of this contract for a period of two (2) one year option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the Board will give the Contractor preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the Board to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

D.2.2 If the Board exercises this option, the extended contract shall be considered to include this option provision.

D.2.3 The price for the option period(s) shall be as specified in the Section B of the contract.

D.2.4 The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years.

D.3 BOARD RESPONSIBILITIES

The Board will provide the Contractor with office space, furnishing, supplies, and a telephone at its onsite offices. Access to the agency's IT systems, including VPN access, will be provided to the awarded contractor .

The Board will provide complete documentation to the successful Contractor after contract ward. The Board will provide appropriate access to computer applications and documents to the Contractor's staff in accordance with IT and data security procedures.

D.4 SECURITY AND BACKGROUND CHECKS

Due to the sensitive nature of the information that the Offeror's staff will be supporting, a background check shall be performed on all personnel and employees who are assigned to work on this contract. The Offeror shall not assign anyone to work on this contract and shall immediately remove from work on this contract anyone who has been convicted within the past seven years of fraud or any felony or who is currently under arrest warrant. Any exceptions to this policy must be approved in writing by the Contracting Officer.

The background check must be returned in a favorable status prior to the Offeror's staff commencing work on this contract. The cost of the background check will be paid directly by the Offeror. The background check must be performed by the District of Columbia's Metropolitan Police Department located at 300 Indiana Avenue, N.W., Washington, DC 20001. The current cost of the background check is \$35 per applicant.

In addition to the aforementioned requirement, Offeror and all personnel working on this contract must sign a confidentiality statement provided by the Board.

SECTION E: INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

E.1 METHOD OF AWARD

Most Advantageous to the DCRB

The DCRB intends to award a single contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the DCRB, cost or price, technical and other factors, specified elsewhere in this solicitation considered. The Board reserves the right to award a contract to an independent Contractor as well as a bona fide staff company.

E.1.1 Initial Offers

The DCRB may award a contract on the basis of initial offers received, without discussion. Therefore, each initial offer should contain the offeror's best terms from a standpoint of cost or price, technical and other factors.

E.1.2 The Board reserves the right to accept/reject any/all proposals resulting from this solicitation. The Contracting Officer may reject all proposals or waive any minor informality or irregularity in proposals received whenever it is determined that such action is in the best interest of the Board. Based on resumes provided the Board reserves the right to interview perspective candidates to determine if the potential candidate possesses requirements in accordance with section C of the solicitation. In addition, the Board reserves the right to test candidate's knowledge, skills and abilities in accordance with the requirements in section C of the solicitation.

E.1.3 The Board intends to make contract award(s) resulting from this solicitation to the responsive and responsible offeror on a best value basis.

E.2 PREPARATION AND SUBMISSION OF PROPOSALS

- E.2.1** One original and one (1) copy of the written proposal shall be submitted. Proposals shall be typewritten in 12 point font size on 8.5” by 11” bond paper. In addition, proposals shall be submitted electronically via USB thumb drive. Telephonic, telegraphic, and facsimile proposals will not be accepted. Each proposal shall be submitted in a sealed envelope conspicuously marked: “Request for Proposals Solicitation No. DCRB-13-026– Senior Server Administrator”.
- E.2.2** All electronic attachments shall be submitted as a .pdf file. The Board will not be responsible for corruption of any file submitted. If the submitted file cannot be viewed and printed as submitted, it will not be considered. **Please note that each attachment is limited to a maximum size of 25 MB.**
- E.2.2** The Board may reject as non-responsive any proposal that fails to conform in any material respect to the RFP.
- E.2.3** The Board may also reject as non-responsive any proposals submitted on forms not included in or required by the solicitation. Offerors shall make no changes to the requirements set forth in the solicitation.
- E.2.4** The offeror must submit pricing on all CLINs to be considered for this award. Failure to do so will render the submission non-responsive and disqualify the submission.
- E.2.5** The offerors shall complete, sign and submit all Representations, Certifications and Acknowledgments as appropriate. Failure to do so may result in a rejection of the offeror’s submission.

E.3 FAMILIARIZATION WITH CONDITIONS

Offerors shall thoroughly familiarize themselves with the terms and conditions of this solicitation, acquainting themselves with all available information regarding difficulties which may be encountered and the conditions under which the work is to be accomplished. Offerors will not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

E.4 SUBMISSION DATE AND TIME

Proposals must be no later than the closing date and time. Late proposals, modifications to proposals, or requests for withdrawals after the closing date and time will not be allowed.

E.5 LATE SUBMISSIONS, LATE MODIFICATIONS, AND LATE WITHDRAWALS

E.5.1 Late Submissions

The Board will not accept late proposals or modifications to proposals after the closing date and time for receipt of proposals.

E.5.2 Late Modifications

A late modification of a successful proposal which makes its terms more favorable to the Board will be considered at any time it is received and may be accepted.

E.6 ERRORS IN PROPOSALS

Offerors are expected to read and understand fully all information and requirements contained in the solicitation; failure to do so will be at the offeror's risk. In event of a discrepancy between the unit price and the total price, the unit price shall govern.

E.7 QUESTIONS ABOUT THE SOLICITATION

If a prospective offeror has any questions relative to this solicitation, the prospective offeror shall submit the question electronically via email to Yolanda.smith@dc.gov. The prospective offeror should submit questions no later than **4:00 pm (EST) on Wednesday, May 7, 2013**. The Board may not consider any questions received after 4:00 pm (EST) on Wednesday, May 7, 2013. An amendment to the solicitation will be issued if the CO decides that information is necessary in submitting proposals, or if the lack of it would be prejudicial to any prospective offeror. Oral explanations or instructions given by Board officials before the award of the contract will not be binding.

E.8 PROTESTS

Any actual or prospective offeror or contractor who is aggrieved in connection with the solicitation or award of a contract, must file with the Contracting Officer a protest no later than five (5) business days after the basis of protest is known or should have been known, whichever is earlier. A protest based on alleged improprieties in a solicitation which are apparent at the time set for receipt of initial proposals shall be filed with the Contracting Officer prior to the time set for receipt of initial proposals. In procurements in which proposals are requested, alleged improprieties which do not exist in the initial solicitation, but which are subsequently incorporated into the solicitation, must be protested no later than the next closing time for receipt of proposals following the incorporation. The protest shall be filed in writing. The Contracting Officer shall issue a Final Decision with regard to the protest. An appeal of the Contracting Officer's Final Decision shall be filed only in The Superior Court of the District of Columbia.

E.9 ACKNOWLEDGMENT OF AMENDMENTS

The offeror shall acknowledge receipt of any amendment to this solicitation. The Board must receive the acknowledgment by the date and time specified for receipt of proposals. An offeror's failure to acknowledge an amendment may result in rejection of its proposal.

E.10 OPTION PERIODS

The offeror shall include option year prices in its submission. A proposal may be determined to be nonresponsive if it does not include option year pricing.

E.11 LEGAL STATUS OF OFFEROR

Each submission must provide the following information:

E.12.1 Name, address, telephone number and federal tax identification number of offeror;

E.12.2 If the offeror is a partnership or joint venture, the names and addresses of the general partners or individual members of the joint venture, and copies of any joint venture or teaming agreements.

E.12 CERTIFICATES OF INSURANCE

The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the Board as an additional insured, shall be primary and non-contributory with any other insurance maintained by the Board, and shall contain a waiver of subrogation. The Contractor shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under this contract.

The Contractor shall ensure that all relevant policies provide that the CO shall be given thirty (30) days prior written notice in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium.

Prior to commencing work, the Contractor shall have its insurance broker or insurance company submits certificates of insurance giving evidence of the required coverage of commercial liability insurance:

Yolanda Smith, Contracting Specialist
900 7th Street NW 2nd Floor
Washington, DC 20001
(202) 343-3200/Yolanda.Smith@dc.gov

E.13 GENERAL STANDARDS OF RESPONSIBILITY

The prospective contractor must demonstrate to the satisfaction of the Board its capability in all respects to perform fully the contract requirements; therefore, the prospective contractor must submit relevant documentation within five (5) days of the request by the Board.

E.13.1 To be determined responsible, a prospective contractor must demonstrate that it:

- (a) Has adequate financial resources, or the ability to obtain such resources, required to perform the contract;

- (b) Is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;
- (c) Has a satisfactory performance record;
- (d) Has a satisfactory record of integrity and business ethics;
- (e) Has a satisfactory record of compliance with the applicable District licensing and tax laws and regulations;
- (f) Has a satisfactory record of compliance with labor and civil rights laws and rules, and the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code §2-219.01 *et seq.*;
- (g) Has, or has the ability to obtain, the necessary organization, experience, accounting, and operational control, and technical skills;
- (h) Has, or has the ability to obtain, the necessary production, construction, technical equipment, and facilities;
- (i) Has not exhibited a pattern of overcharging the District of Columbia;
- (j) Does not have an outstanding debt with the District or the federal government in a delinquent status; and
- (k) Is otherwise qualified and is eligible to receive an award under applicable laws and regulations.

E.13.2 If the prospective contractor fails to supply the information requested, the CO shall make the determination of responsibility or nonresponsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the CO shall determine the prospective contractor to be nonresponsible.

E.14 FREEDOM OF INFORMATION ACT

The District of Columbia Freedom of Information Act, at D.C. Official Code §2-532 (a-3), requires the District to make available for inspection and copying any record produced or collected pursuant to a District contract with a private contractor to perform a public function, to the same extent as if the record were maintained by the agency on whose behalf the contract is made. If the Contractor receives a request for such information, the Contractor shall immediately send the request to the COTR who will provide the request to the FOIA Officer for the agency with programmatic responsibility in accordance with the D.C. Freedom of Information Act. If the agency with programmatic responsibility receives a request for a record maintained by the Contractor pursuant to the contract, the COTR will forward a copy to the Contractor. In either event, the Contractor is required by law to provide all responsive records to the COTR within the timeframe designated by the COTR. The FOIA Officer for the agency with programmatic responsibility will determine the releasability of the records. The District will reimburse the

Contractor for the costs of searching and copying the records in accordance with D.C. Official Code §2-532 and Chapter 4 of Title 1 of the *D.C. Municipal Regulations*.

SECTION F: EVALUATION FACTORS

F.1 BASIS FOR AWARD

F.1.1 BEST VALUE

(a) Award will be made to the Offer:

- (1) Whose offer is judged to be an integrated assessment of the evaluation criteria to be the most advantageous to the Board based on technical merit and price; and
- (2) That the Board deem responsible in accordance with the Board's Procurement Manual

(b) Best Value Determination

- (1) The technical merit of the proposal is significantly more than the price, and price must be fair and reasonable.
 - (2) The Board may select other than the lowest price proposal if it is determined by value analysis, or technical/cost tradeoffs, that the proposals become more technically equivalent, then price becomes more important
- (c) Offerors are advised that award may be made without discussion or any contact with the offerors concerning the offers received. Therefore, offers should be submitted initially on the most favorable terms that the offer can submit.
- (d) Price evaluation will be based on the sum of the total estimated prices of the base contract and any options.
- (e) Affordability. The price proposals will be assessed for affordability. The Board will not make an award for any proposal which proposes prices that would render the procurement infeasible. Failure to sign the certification in Section B of this solicitation will disqualify the offer submitted in response to this solicitation.

F.2. Preferences for Certified Business Enterprises

Under the provisions of the "Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005", as amended, D.C. Official Code § 2-218.01 *et seq.* (the Act), the District shall apply preferences in evaluating proposals from businesses that are small, local, disadvantaged, resident-owned, longtime resident, veteran-owned, local manufacturing, or local with a principal office located in an enterprise zone of the District of Columbia.

F.2.1. Application of Preferences

For evaluation purposes, the allowable preferences under this section shall be applicable to prime contractors as follows:

- F.2.1.1** Any prime contractor that is a small business enterprise (SBE) certified by the Department of Small and Local Business Development (DSLBD) will receive a three percent (3%) reduction in the proposal price for a proposal submitted by the SBE in response to this Request for Proposals (RFP).
- F.2.1.2** Any prime contractor that is a resident-owned business (ROB) certified by DSLBD will receive a five percent (5%) reduction in the proposal price for a proposal submitted by the ROB in response to this RFP.
- F.2.1.3** Any prime contractor that is a longtime resident business (LRB) certified by DSLBD will receive a five percent (5%) reduction in the proposal price for a proposal submitted by the LRB in response to this RFP.
- F.2.1.4** Any prime contractor that is a local business enterprise (LBE) certified by DSLBD will receive a two percent (2%) reduction in the proposal price for a proposal submitted by the LBE in response to this RFP.
- F.2.1.5** Any prime contractor that is a local business enterprise with its principal offices located in an enterprise zone (DZE) certified by DSLBD will receive a two percent (2%) reduction in the proposal price for a proposal submitted by the DZE in response to this RFP.
- F.2.1.6** Any prime contractor that is a disadvantaged business enterprise (DBE) certified by DSLBD will receive a two percent (2%) reduction in the proposal price for a proposal submitted by the DBE in response to this RFP.
- F.2.1.7** Any prime contractor that is a veteran-owned business (VOB) certified by DSLBD will receive a two percent (2%) reduction in the proposal price for a proposal submitted by the VOB in response to this RFP.
- F.2.1.8** Any prime contractor that is a local manufacturing business enterprise (LMBE) certified by DSLBD will receive a two percent (2%) reduction in the proposal price for a proposal submitted by the LMBE in response to this RFP.

F.2.2 Maximum Preference Awarded

Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise is entitled under the Act is twelve per cent (12%) for proposals submitted in response to this RFP. There will be no preference awarded for subcontracting by the prime contractor with certified business enterprises.

F.2.3 Preferences for Certified Joint Ventures

When DSLBD certifies a joint venture, the certified joint venture will receive preferences as a prime contractor for categories in which the joint venture and the certified joint venture partner are certified, subject to the maximum preference limitation set forth in the preceding paragraph.

F.2.4 Verification of Offeror's Certification as a Certified Business Enterprise

F.2.4.1 Any offeror seeking to receive preferences on this solicitation must be certified at the time of submission of its proposal. The CO will verify the offeror's certification with DSLBD, and the offeror should not submit with its proposal any documentation regarding its certification as a certified business enterprise.

F.2.4.2 Any offeror seeking certification or provisional certification in order to receive preferences under this solicitation should contact the:

Department of Small and Local Business Development
ATTN: CBE Certification Program
441 Fourth Street, NW, Suite 970N
Washington DC 20001

F.2.4.3 All offerors are encouraged to contact DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.

F.3 EVALUATION OF OPTION PERIODS

The Board will evaluate proposals for award purposes by evaluating the total price for all options as well as the base period. Evaluation of options shall not obligate the Board to exercise them. The total Board's requirements may change during the option years. Quantities to be awarded will be determined at the time each option is exercised.

